



## *Administrative Office of the Courts*

Nashville City Center, Suite 600  
511 Union Street  
Nashville, TN 37219  
Phone: (615) 741-2687  
Fax: (615) 741-6285

### **REGISTRATION FOR TENNESSEE STATE COURT INTERPRETER LOS ORAL EXAMINATION 2015**

The Tennessee State Court Interpreter Credentialing Program is pleased to announce that oral examinations for certification as an LOS interpreter will be offered:

**February 17-20, 2015**

You may select a time to take the exam on any day during this time period, beginning at 9:00 am and ending at 3:00 pm.

***Registration forms must arrive at the AOC no later 4:30 pm on January 16, 2015.***

#### **Registration Instructions:**

1. Fill out the attached application form and indicate which day and time you would like to register for the exam.
2. Send a **NON-REFUNDABLE** check or money order for \$150 (in-state residents) or \$300 (out-of-state residents) made payable to the ***Administrative Office of the Courts***. Be sure to note on the check that it is for the Court Interpreter Oral Examination.

Mail to:

**Attn: Ryan Mouser**  
**Administrative Office of the Courts**  
**511 Union St., Suite 600**  
**Nashville, TN 37219**  
**Email: [ryan.mouser@tncourts.gov](mailto:ryan.mouser@tncourts.gov)**  
**Fax: (615) 741-6285**

3. Admission letter: You will be sent a letter of admission confirming your scheduled testing session. Your letter of admission will confirm what parts of the examination you will be required to take. **IF YOU HAVE NOT RECEIVED YOUR LETTER OF ADMISSION, CONTACT RYAN MOUSER.** If you require an accommodation and/or have special needs because of a qualified disability, or if you have questions or need additional information regarding the issue, please contact Ryan Mouser at (615)741-2687.

#### **The examination will take place:**

**Administrative Office of the Courts**  
**511 Union St., Suite 600**  
**Nashville, TN 37219**

**What you must bring to the testing session:**

1. Letter of Admission
2. Positive Photo Identification (This must be a driver's license or passport. An interpreter photo identification card is NOT sufficient.)

**What to expect at the LOS oral examination:**

There will be a test administration supervisor who is responsible for oversight of the entire test administration process. It is the responsibility of the test administration supervisor to ensure that test security standards are maintained and that the tests are administered in accordance with these instructions/standards.

The supervisor will be assisted by a test registration clerk and a test proctor. The test registration clerk is the person to whom candidates report when they appear for the test. The clerk secures identification, registers the candidates, provides them with any necessary pre-test information, and maintains security in the waiting area. The test proctor is the person who will administer the examination to the candidate. The proctor will explain the test and operate the audio equipment which is used in administering the exam.

**The structure of the test:**

The oral exam has three parts:

1) Sight Translation – You will be given a document to translate orally from English into Spanish. You will be given a second document to translate orally from Spanish into English. Each document is approximately 225 words in length. You will have a total of six minutes to complete each task.

2) Consecutive Interpreting – This portion of the test consists of an audio tape recording from a transcript representing witness testimony. The examinees must interpret the testimony, acting exactly as if they were in court. This will involve interpreting from English into Spanish (attorney's questions) and from Spanish into English (witness' responses). You will have twenty-two minutes to complete this task. To prepare for this section of the examination, the National Center for State Courts recommends that you practice interpreting in the consecutive mode until you are able to interpret 45 to 50 separate utterances of varying lengths (up to 950 words total) within 20-22 minutes.

3) Simultaneous Interpreting – This portion of the test consists of an audio tape recording of a passage based on an attorney's opening or closing statement to a judge or jury, a discussion between a judge and an attorney, or a similar proceeding. You will simultaneously interpret this material from English into Spanish. It is approximately 900 words in length and is recorded at an approximate speed of 120 words per minute. This portion of the test takes approximately 10 minutes, with instructions and preparation, and the recording lasts approximately 7 minutes.

Your response to each part of the examination is recorded on audiotape by your test administrator. Your exam will be graded by professional interpreters who have been trained to rate oral exams under the auspices of the National Center for State Court's Consortium for Court Interpreter Programs.

The entire exam takes approximately 40-45 minutes.



**Administrative Office of the Courts**  
**Tennessee State Court Interpreter Credentialing Program**  
**Application for February LOS Oral Examination**

**February 17-20, 2015**  
**DEADLINE: January 16, 2015**

<b>Applicant's Full Name</b>						
_____		_____		_____		
Last		First		Middle Initial		
Suffix (Jr, Sr, etc)						
<b>Address</b>						
_____						
<b>City</b>		<b>State</b>		<b>Zip Code</b>		
_____		_____		_____		
<b>Telephone</b>		<b>Cell</b>		<b>Work</b>		
(____) _____ Home		(____) _____ Cell		(____) _____ Work		
<b>Email Address: (required)</b> _____		<b>Please circle the time under the weekday you would like your exam administered. Example:</b> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">9:00-10:00</div>				
<b>Language to be Tested in:</b> _____						
<b>Have you previously taken the oral examination? YES NO</b> If yes, when and where did you take the examination? (include <u>all</u> previous testing exams whether in Tennessee or in another state):  _____  _____  _____		<b>Monday</b> February 16	<b>Tuesday</b> February 17	<b>Wednesday</b> February 18	<b>Thursday</b> February 19	
		<b>Friday</b> February 20	Office Closed	9:00-10:00	9:00-10:00	9:00-10:00
		Office Closed	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00
		Office Closed	11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00
		Office Closed	1:00-2:00	1:00-2:00	1:00-2:00	1:00-2:00
		Office Closed	2:00-3:00	2:00-3:00	2:00-3:00	2:00-3:00
<b>PLEASE CHECK ONE OF THE FOLLOWING, IF APPLICABLE</b>						
<input type="checkbox"/> <b>I AM A RESIDENT OF TENNESSEE</b> and I have enclosed my <b>NON-REFUNDABLE</b> check or money order for \$150.00 made payable to the Administrative Office of the Courts (AOC).			<input type="checkbox"/> In compliance with the Americans with Disabilities Act, please let us know if you require any modifications due to a qualified disability:  _____  _____			
			<input type="checkbox"/> <b>I AM NOT A RESIDENT OF TENNESSEE</b> and I have enclosed my <b>NON-REFUNDABLE</b> check or money order for \$300.00 made payable to the Administrative Office of the Courts (AOC).			
						<input type="checkbox"/> I am not able to attend during the week. I have particular schedule concerns that the AOC should be aware of. (This request will be reviewed on a case-by-case basis)  _____  _____